



**PUBLIC RECORDS LAW NOTICE  
CITY OF MILWAUKEE  
DEPARTMENT OF  
NEIGHBORHOOD SERVICES**

The Department of Neighborhood Services (DNS) is responsible for all the records of the department and its sections. This includes all notices, warnings, records, processing documentation, newsletters and press releases related to the department's function.

The Mayor has assigned the Commissioner of Neighborhood Services as the legal custodian of all records maintained by DNS. In turn, the following positions have been designated as deputy legal custodians of records:

**DEPUTY CUSTODIAN**

Business Operations Manager

**RECORDS**

All records maintained by DNS

Persons interested in records maintained by DNS should inquire at the reception desk at 841 N. Broadway RM 105, between 8:00 A.M. and 4:30 P.M. daily, except Saturdays, Sundays and legal holidays.

A charge of 5¢ for each page will be collected for the copying of any records. Costs for "locating" a record will be charged to the requester. If total copying and locating charges exceed \$5, prepayment may be required. Records involving ownership, violations, complaints, and permits are also available on-line at <http://www.city.milwaukee.gov>

For assistance or questions about making an open records request please contact:

**Todd Weiler  
Public Information & Training Coordinator  
841 N. Broadway RM 104  
Milwaukee, WI 53202  
(414) 286-3214**

All formal open record requests should be made in writing to:

**Martin Collins, Commissioner  
Department of Neighborhood Service  
841 N. Broadway, RM 104  
Milwaukee, WI 53202**

The request should be as specific as possible and current contact information should be included if we need to clarify the exact nature of the request.